

## The Federation of Abbey Schools Academy Trust

### Teaching & Learning Committee

#### Minutes

**Date & Time:** 5.30 pm on Wednesday 23<sup>rd</sup> October 2019.

**Present Governors:** Mr J Briggs, Dr L Bryant, Mrs E de la Motte, Mr M Fryer, Mr N Little and Mrs C Stow Smith.

**Also in Attendance:** Mrs L Hawksby (Clerk to the Governing Body).

<u>ITEM</u>	<u>DESCRIPTION OF DISCUSSION</u>	<u>ACTION BY</u>
1.	<p><b>Election of Chair for the ensuing Academic Year</b></p> <p>The Clerk to the Governing Body opened the meeting in the absence of a Chair. Nominations were sought and received for the position of Chair of the Teaching &amp; Learning Committee for the ensuing Academic Year.</p> <p><b>RESOLVED:</b></p> <p>That Mrs E de la Motte be appointed Chair of the Teaching &amp; Learning Committee for the ensuing Academic Year.</p> <p><i>(Note: Mrs E de la Motte was in the Chair for the remainder of the meeting.)</i></p>	
2.	<p><b>Election of Vice-Chair for the ensuing Academic Year</b></p> <p>Nominations were sought and received for the position of Vice - Chair of the Teaching &amp; Learning Committee for the ensuing Academic Year.</p> <p><b>RESOLVED:</b></p> <p>That Dr L Bryant be appointed Vice-Chair of the Teaching &amp; Learning Committee for the ensuing Academic Year.</p>	

<p><b>3.</b></p>	<p><b>Apologies for Absence</b></p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> <li>• Mrs C Marley</li> </ul>	
<p><b>4.</b></p>	<p><b>Notification of Items of Other Business</b></p> <p>There were no Items of Other Business to report.</p>	
<p><b>5.</b></p>	<p><b>Declarations of Interests:</b></p> <p><b>Declaration of personal or pecuniary interests in any matters arising from the Agenda of the current meeting.</b></p> <p>There were no declarations of personal or pecuniary interests declared.</p> <p><b>Declaration of any updates for the Register of Business Interests.</b></p> <p>There were no updates for the Register of Business Interests.</p>	
<p><b>6.</b></p>	<p><b>Approval of Minutes</b></p> <p>a) Approval of Minutes – Wednesday 19<sup>th</sup> June 2019.</p> <p><b>RESOLVED:</b></p> <p>That the Minutes of the meeting of the Committee held on Wednesday 19<sup>th</sup> June 2019 be confirmed and signed as an accurate record by the Chair.</p> <p>b) Matters Arising –</p> <p>There were no matters arising.</p>	
<p><b>STANDING ITEMS OF THE COMMITTEE: AUTUMN TERM (Items 7 - 12)</b></p>		
<p><b>7.</b></p>	<p><b>Attendance Summary</b></p> <p>The Head Teacher reported on the attendance summary for the school from the beginning of the Academic Year to the 9<sup>th</sup> October 2019. The Committee noted that attendance was good for the Infants and was good in the Juniors but with a dip in Year 1 (96.6%) and Years 5 &amp; 6 (96.2% and 96.9 %).</p>	

	<p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>8. Data - ASP, FFT Aspire Data for EYFS, KS1, KS2 and disadvantaged groups.</b></p> <p>The Committee discussed and noted data for EYFS, KS1 and KS2. Data was also analysed from both ASP (Analyse School Performance) and FFT (Fischer Family Trust) Aspire. It was noted that attainment had been good, with positive progress, especially in KS2 maths.</p> <p>It was noted that early year's data was now more robust. The new reception baseline assessment, this academic year, will provide a snapshot of where pupils are when they arrive at school, enabling a new starting point to measure the progress that they make by the end of year 6.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>9. School Improvement Plan – Curriculum Content</b></p> <p>It was noted that the curriculum had been updated and was reflected in the new School Improvement Plans (SIPs). These included the development of leadership of the curriculum areas. The SIPs also intended to ensure high quality delivery and engagement in the schools' curriculum.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>10. School Self Evaluation</b></p> <p>It was noted that the School Self Evaluation had been updated and now dovetails with the School Improvement Plans, which to a large degree concentrated on the curriculum.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
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11.	<p><b>Governors' Learning Day</b></p> <p>The Chair of the Committee advised that the last Governors' Learning Day had been a success, however more time in the next learning day should be dedicated to allowing Directors' time to write up their findings. It was noted that the Board on the 9<sup>th</sup> September 2019 meeting, had agreed that the next learning day should be held on the same day as the Board meeting of the Spring Term.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
12.	<p><b>Partnership/Community</b></p> <p>The Head Teacher reported on ongoing work with partnerships and work undertaken with the community. It had been another busy term in school with the children having taken part in a wide variety of events and competitions.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p>	
13.	<p><b>Annual Review of Terms of Reference and Standing Items for the Teaching and Learning Committee</b></p> <p>The Committee considered the current terms of reference and standing items of the Teaching &amp; Learning Committee and agreed that in line with the Leadership &amp; Management Committee, they would be further reviewed (Minute 14 Leadership &amp; Management Committee 8<sup>th</sup> October 2019 refers.)</p> <p><b>RESOLVED:</b></p> <p>That the terms of reference and standing items for the Teaching &amp; Learning Committee Management Committee be reviewed and brought back to a future meeting for approval.</p>	<p><i>Director/ Head Teacher/ Clerk</i></p>
14.	<p><b>Risk Register</b></p> <p>The Committee considered their delegated risks for this Autumn Term.</p> <ul style="list-style-type: none"> <li>• Lack of monitoring of the quality of teaching and learning (1.2)</li> <li>• Insufficient monitoring of the academic outcomes of pupils in terms of end of key stage results (1.3)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Out-of-date full school curriculum (1.4)</li> </ul> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>• That at (1.2) reference be made to governor links to the curriculum and their observation role.</li> <li>• That no amendments were required at the current time at (1.3)</li> <li>• That at 1.4 the new curriculum policy be referenced to where appropriate.</li> </ul> <p><b>15. NQT Induction Policy.</b></p> <p>Consideration was given by the Committee to the NQT Induction Policy.</p> <p><b>RESOLVED:</b></p> <p>That the NQT Induction Policy be approved.</p> <p><b>16. Marking and Feedback Policy.</b></p> <p>Consideration was given by the Committee to the Marking &amp; Feedback Policy.</p> <p><b>RESOLVED:</b></p> <p>That the Marking and Feedback Policy be approved.</p> <p><b>17. Special Educational Needs (SEN) Policy.</b></p> <p>Consideration was given to the Special Educational Needs Policy which had been updated by the newly appointed SENCO.</p> <p>The Federation of Abbey Schools' SEND information Report September 2019 was also considered. This document outlines details for parents/carers of children who have Special Educational Needs or a disability (SEND), and all those who support children with additional needs, the support and provision they can expect to receive at the school.</p> <p><b>RESOLVED:</b></p> <p>That the Special Educational Needs Policy and SEND information report be approved.</p> <p><b>18. Curriculum Policy</b></p> <p>Consideration was given to the Curriculum Policy.</p>	<p><i>Head Teacher/ Clerk</i></p>
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	<p><b>RESOLVED:</b></p> <p>That the Curriculum Policy be approved.</p> <p><b>19. Looked After Children Policy</b></p> <p>Consideration was given to the Looked After Children Policy.</p> <p><b>RESOLVED:</b></p> <p>That the report be noted.</p> <p><b>19. Reading Policy</b></p> <p>Consideration was given to the Reading Policy.</p> <p><b>RESOLVED:</b></p> <p>That the Reading Policy be approved.</p> <p><b>20. Agenda Items for the Next Meeting :-</b></p> <p style="padding-left: 40px;"><b>Standing Items:-</b></p> <ul style="list-style-type: none"> <li>• Attendance (Autumn and Spring)</li> <li>• Data – (Progress and Tracking) higher, middle, lower and disadvantaged children</li> <li>• Monitoring School Improvement Plan (SIP) – Curriculum Content</li> <li>• Quality of Teaching &amp; Learning – School Self Evaluation</li> <li>• School Self Evaluation – Termly Timetable (verbal report)</li> <li>• Governors’ Learning Day</li> <li>• Partnership/Community</li> <li>• Risk register delegated risks</li> </ul> <p style="padding-left: 40px;"><b>Polices Scheduled for Review:-</b></p> <ul style="list-style-type: none"> <li>• Assessment Policy</li> <li>• Acceptable use of cameras and mobile phones policy</li> <li>• ICT &amp; E-Safety Policy</li> </ul>	<p><i>Clerk</i></p>
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<p><b>21.</b></p>	<p><b>Approval of Documents for Public Inspection</b></p> <p><b>RESOLVED:</b></p> <p>That the Agenda, supporting documents and approved Minutes be made available for public inspection.</p>	<p><i>Clerk</i></p>
<p><b>22.</b></p>	<p><b>Date &amp; Time of Next Meeting</b></p> <p><b>RESOLVED:</b></p> <p>That the next meeting of the Committee be confirmed once the date had been approved at the Governing Body scheduled for the 9<sup>th</sup> December 2019.</p> <p><b>The Meeting concluded at 6.55 pm</b></p> <p>Approved by the Teaching &amp; Learning Committee</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p> <p>(Note: the <b>CQ</b> abbreviation stands for – Challenging Question.)</p>	<p><i>Clerk</i></p>